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WAR HISTORY MANUAL

Prepared by the

PENNSYLVANIA HISTORICAL COMMISSION

and Cooperating Agencies:

PENNSYLVANIA FEDERATION OF HISTORICAL SOCIETIES

PENNSYLVANIA LIBRARY ASSOCIATION - PENNSYLVANIA HISTORICAL SURVEY

Pennsylvania Historical Commission

Harrisburg, 1942

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FOREWORD

The State Defense Council has given the Pennsylvania Historical Commission the responsibility of compiling the record of Pennsylvania's participation in the present war. This task has already been begun; hundreds of newspaper clippings have been classified, and arrangements are being made with the State departments and various State organizations to provide information regularly.

This collection will be limited to events of state-wide significance. Such restriction is necessary to prevent it from overflowing all reasonable bounds of size. Moreover, no single agency is in a position to gather complete records for every locality in a State so large as Pennsylvania. The experience of the Pennsylvania War History Commission, created during the last war, offers evidence of the wisdom of this course. The War History Commission endeavored to collect records for every community in the State, with the result that the records received for each individual community were not complete enough to present a satisfactory picture, but were nevertheless so bulky that the files became unmanageable.

In order to avoid these difficulties, the Commission believes, local war history records should be collected by local agencies. All libraries are therefore offered the opportunity of participating in the war effort by undertaking such a responsibility. The Commission will gladly furnish advice and all possible cooperation; the collecting will be done by the libraries, working with the local historical societies. To insure that no area of Pennsylvania

is neglected, the cooperation of at least one library and historical organization in each county is desired.

This manual has been prepared for the guidance of libraries undertaking war history collections. Based on a study of standard filing methods and on the experience of the Commission staff in handling the material it has received, it probably contains many flaws which will be revealed by further experience. Any criticisms or suggestions for its improvement will be welcomed. The procedure described here differs in one important respect from that used by the Commission staff. A classification outline with code numbers for each category is being developed by the Commission as best suited for its special purposes. Since this classification outline might prove too cumbersome and inconvenient for the average library, a simple alphabetical subject filing is recommended in this manual.

Ross Pier Wright, Chairman
Pennsylvania Historical Commission

WAR HISTORY MANUAL

SCOPE OF THE COLLECTION

The war history collection undertaken by your library should be definitely restricted in locality. The area you will cover will depend largely on local considerations, whether it be your own city, your vicinity, or your county, but you must not wander beyond its bounds, or you will defeat the purpose of your collection. Although the President's fireside chat may seem more important than a talk by the chairman of your local defense council, your chairman's address is part of your local history, and the President's speech is not. News from Washington or Harrisburg is of importance to you only when it has an effect in your community. The WPB order prohibiting the manufacture of washing machines, for example, may become part of your collection if you have a plant making washing machines in your city.

The subject of your collection will be what your community is doing to help win the war and what the war is doing to your community. Items included will be community drives, such as the defense bond campaigns, war activities of local organizations, agricultural and industrial production, and changes in the local standard of living. A fully detailed list of possible subjects is included in the Alphabetical Subject Heading Guide at the end of the manual. Another phase of your collection which may become quite important is the record of what persons from your community are doing elsewhere to help win the war, especially those serving in the armed forces. A complete list of every person from your community in military service may become extremely valuable in later years. Types of material to be collected will include newspaper clippings, pamphlets, pictures, posters, and manuscripts. Detailed instructions as to

the best methods of collecting and preserving these items are given on the following pages.

NEWSPAPER CLIPPINGS

The most important source of information about your community is your local newspaper; it contains the only record of most of the events in your community. All local newspapers should be clipped; you may frequently be able to obtain copies without cost through the cooperation of the publisher or the contributions of subscribers.

Most libraries will probably find it necessary to use volunteer help in this project. This may be obtained throughthe cooperation of the local historical society or other civic organizations; the Pennsylvania Federation of Historical Societies will assist in arranging this cooperation when necessary. In the interest of uniformity, the work should be kept in the hands of the same persons so far as possible. The supervision of the librarian will also be valuable.

Two slightly different procedures have been prepared for handling these clippings. Procedure 1 is recommended for all libraries; Procedure 2 is offered as a substitute for libraries unable to furnish the necessary supplies for Procedure 1.

PROCEDURE 1

Supplies needed: Scissors, paste, pen and ink, sheets of paper about 8½"x 11", 9"x 12" manila folders, vertical file.

1. Read over the Subject Heading Guide as an indication of the types of news stories to look for. Then examine carefully each page of the newspaper

to be clipped, looking for stories concerning your community suggested by the guide.

2. When you find a story, check the other side of the page to make sure you will not destroy a more important item by clipping it. Conflicts of this nature occur very seldom, but you will sometimes have to choose between two stories, if no extra copies of the paper are available.

3. Clip the selected item. If it is continued on another page, turn to that page and clip the rest of the item.

4. If the clipping is more than 8" long, cut it into strips to fit on $8\frac{1}{2}$"x 11" sheet.

5. Paste the clipping on the $8\frac{1}{2}$"x 11" sheet, writing on the sheet at the head of each clipping the place of publication, name of the newspaper, and date (thus: Philadelphia Inquirer, March 6, 1942) and leaving a one-inch margin at the left to allow for punching and mounting in a scrapbook, in case that should ever be desired.

6. When you have finished clipping and mounting, label folders with subject headings in the Subject Heading Guide, and file each sheet in its proper folder.

7. Set up a separate file for items concerning persons from your community active elsewhere, writing the name of the person mentioned in what will be the upper right-hand corner of the sheet when filed. When more than one person is mentioned in the clipping, put the names of the others mentioned on cross-reference sheets, thus:

Adams, John
<u>See also</u>:
Abbott, Frank

If group items appear frequently, it may be preferable to set up a separate folder for them to eliminate excessive cross-references.

8. As the file grows, it will be necessary to add new subjects, or to subdivide old ones. Each new subject added or subdivision created should be written in your Subject Heading Guide at its proper alphabetical place. Label subdivision folders thus:

MANUFACTURES
Harrisburg Steel Company

PROCEDURE 2

Supplies needed: Scissors, paste, pen and ink, long business envelope (4"x 9½"), boxes 5" or 6"x 10"x 12" to 24".

1. Read over the Subject Heading Guide as an indication of the type of news stories to look for. Then examine carefully each page of the newspaper to be clipped, looking for stories concerning your community suggested by the guide.

2. When you find a story, check the other side of the page to make sure you will not destroy a more important item by clipping it. Conflicts of this nature occur very seldom, but you will sometimes have to choose between two items if no extra copies of the paper are available.

3. Clip the selected item. If it is continued on another page, turn to that page and clip the rest of the item.

4. Paste together the pieces of the item. Mark plainly with the place of publication, name of newspaper, and date of publication, thus: Philadelphia Inquirer, March 6, 1942. If there is no margin on the item, paste a strip of plain paper at the top and write the indentification on that.

5. When you have clipped all the items in the paper, check each item to make sure that you have clipped the whole story and that it has been marked with the name and date of the paper.

6. Label long business envelopes (4"x 9½"), in the upper right-hand corner with the headings from the Subject Heading Guide; arrange these in alphabetical order.

7. File each clipping in its proper envelope.

8. Items concerning the activities of persons from the community in other localities should be placed in a separate alphabetical arrangement. Envelopes should be marked in the upper right hand corner with the name of the person concerned. In the event that more than one person is mentioned in the clipping, put the names of the others mentioned on envelopes, with a cross-reference, thus:

Adams, John
See also:
Abbott, Frank

9. File the envelopes in cardboard boxes about 5" or 6"x10"x12-24". If it is possible to have a case of wooden drawers made about this size, it will be more servicable.

10. As the file grows, it may be necessary to add new subjects or to subdivide old ones. Each new subject added or subdivision created should be written in your Subject Heading Guide at its proper alphabetical place. Label subdivision envelopes thus:

MANUFACTURES
Harrisburg Steel Company

Note: Standard newspaper practice uses 4"x6" or 5"x 8" heavy envelopes for filing clippings, and they should be used if they can be obtained. The 4"x $9\frac{1}{2}$" envelopes have been recommended here because they can be purchased at any stationery store.

SOURCES OTHER THAN NEWSPAPERS

The library should collect all local publications, including books and pamphlets, related to the war, and other publications which relate directly to war activities in the county. When these are not cataloged and placed on the shelves, they can be added to the newpaper clipping file.

Posters used in local campaigns or designed by local artists will also be valuable; because of their size they will require a special file.

Photographs showing the effects of the war on your community and wartime activities--new factories, parades, soldiers in uniform--may also be obtained from local camera enthusiasts. Each picture should be marked with date and place taken and names of persons shown. Pictures may be filed with the newspaper clippings or in a separate file. Some libraries may even be able to arrange for the taking of movies.

MANUSCRIPT SOURCES

The library should make a definite effort to collect and preserve local manuscript records. Families receiving letters from soldiers, or persons keeping diaries should be encouraged to preserve them. It will probably not be possible to have these transferred to the library at present, but arrangements may be made to obtain copies of those of special interest or to have them bequeathed to the library. Arrangements should also be made with

the local defense organizations--Selective Service Board, Rationing Board, Defense Council--to have their records deposited with the library.

This can probably best be done through the cooperation of a committee of the local historical society or other civic organization. The committee should act on a definite plan. Newspaper publicity should be used to encourage the campaign, and members of the committee should seek out possible sources by personal contact.

The committee may also find it feasible to create manuscript records in certain instances by writing to eye-witnesses of the heroic act of a local soldier, for example, if the story is not fully covered in the newspapers. This collecting may be continued after the war is over, as soldiers return home and military censorship is lifted. The library also might create a valuable record by keeping a daily chronicle of local events relating to the war in the form of a diary. Some libraries are already at work collecting service records of all persons from their communities in the armed forces, and many others will doubtless wish to undertake this. These records can be filed in the "Personal" section of the clipping file.

SUBJECT HEADING GUIDE

Agriculture

File under this heading items on Victory Gardens; increased production; changes in crops; new lands brought into production; farm labor problem; price changes; activities of farm organizations.

Business

File under this heading items on effects of war on local stores; changes in goods sold; problems in handling rationing; stores and garages

closed; new services offered and old services discontinued; salesmen dismissed; profiteering; hoarding.

Civilian Defense

File under this heading items on airplane observers; air raid wardens; training for civilian defense; blackouts.

Communication

File under this heading items on business of local telephone and telegraph lines; local radio stations in the war.

Culture

File under this heading items on the effects of the war on local activities in music, art, drama, literature, such as elimination of German music from concerts, war plays produced; effects of war on local newspapers, such as reduced size because of paper shortage.

Defense Council

File under this heading items on your local defense council and its activities.

Education

File under this heading items on changes in the teaching force, attendance, curriculum, length of course in local schools, colleges or universities; contributions of schools in offering courses in vocational training, nutrition, first aid, etc.

Finance

File under this heading items on Defense Bond drives; effects of war on local banks and personal finance companies; loans to increase agricultural or industrial production.

Home

File under this heading items on defense housing; fair rent committees; shifts in population; effects of shortages on house maintenance, war-time menus; effects of shortages in labor-saving devices on housekeeping habits; return of the iceman; latherless soap; war styles in clothing; trends in amusement habits; high cost of living.

Hygiene, Public

File under this heading items on adaptation of public health services to war conditions; epidemics; health problems created by the war; physical fitness ("Hale America") programs; contributions of local doctors and medical societies to the war; new training programs for doctors, dentists, nurses.

Labor and laboring classes

File under this heading items on wages and hours in your community; training for new workers; union activities; labor supply; strikes.

Local Government

File under this heading items on effects of war on local government; duties added or dropped; war interference with functions; cooperation with civilian defense; tax policies.

Manufactures

File under this heading items on changes brought about by the war, factories closed, opened, or enlarged; shortages of raw materials or labor; war goods produced; improvements in machinery or production methods;production figures; commendation or criticism of local manufacturers by government authorities; Salvage-for-Victory campaign.

Mines and Natural Resources

File under this heading items on effects of fuel oil rationing on

anthracite mining; increases in production of bituminous coal; use of natural gas in manufacturing; any increase in production of cement due to used of concrete as a substitute for steel.

Morale

File under this heading items on speeches to encourage morale or discussions of public morale.

Politics

File under this heading items on effects of the war on local politics; war issues in politics; non-partisan tickets brought about by the war; local editorials on the war and war policies.

Racial Groups

File under this heading items on activities of any local racial groups.

Rationing Board

File under this heading items on activities of your local rationing board.

Religion

File under this heading items on activities of local churches and church organizations; changes in church attendance or membership attributable to the war; outstanding sermons on war issues; local conscientious objectors.

Sabotage and Subversive Activities

File under this heading items on damage caused by sabotage; protection against sabotage; "fifth column" activities; opposition to the war.

Science

File under this heading items on scientific research or inventions in the community.

Selective Service

File under this heading Selective Service records; lists of order numbers

of men registered; lists of men inducted.

Social Work

File under this heading items on Red Cross drives; U.S.O. centers; Victory Book campaign; effect of war on organized charities; changes in relief rolls.

State Government

File under this heading items on any activities of the State government in your community connected with the war.

Transportation

File under this heading items on effects of war on local bus and street-car lines; plans for handling increased traffic, such as staggered opening hours or "Ride with your Neighbor" plans; traffic problems created or eliminated by war conditions; local delivery situation; railroad travel; use of freight trucks; new means of transportation, such as bicycles, wagons, or boats.

United States Government

File under this heading items on activities of the Federal Government in your community, such as airports, supply depots, army camps.

Women

File under this heading items on occupational changes, such as new jobs for women in industry or on the farm; activities of women's clubs; any schemes for permitting housewives to work in industry, such as community nurseries; changes in status of women; effect of war on women's make-up and clothes, such as trend to slacks because of stocking shortage.

PERSONAL:

This file should have a separate alphabetical arrangement, by the name of the person concerned. File in this group all items concerning activities by persons from the community in industry, government or the armed forces. If the library attempts to keep a complete record of all persons from the community in the armed forces, this file may become very large.

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